



## U.S. Department of Justice

### National Institute of Corrections

August 25, 2016

*Washington, DC 20534*

## MARKET RESEARCH

### Call for NIC Peer Reviewers – FY 2016 NIC Draft Publication: Jail Staffing Analysis, 3rd Edition

Deadline: October 3, 2016

The National Institute of Corrections (the Institute) is conducting market research and seeks three (3) contracted peer reviewers with demonstrated experience in the development and management of direct supervision jails, to conduct a review of the following draft NIC publication: Jail Staff Staffing Analysis, 3rd Edition.

The Institute is also seeking reviewers with direct knowledge of the challenges faced by jail administrators operating a standards-compliant jail, developing efficient daily operations, identifying needed posts and positions, scheduling employees, calculating budget needs, and as applicable, implementing a direct supervision model. The Institute considers reviewers without regard to race, color, national origin, gender, age or disability.

**WHAT:** The Institute seeks three (3) contracted peer reviewers who will independently read, and provide written comments in response to a draft publication funded and submitted to the Institute for publication. These reviews will be used to recommend publication edits and copies of the reviewer's comments will be shared with the respective writers following the review; however, Personally Identifiable Information will be redacted. Reviewers must adhere to the requirements listed in this Call for NIC Peer Reviewers.

### REQUIREMENTS:

- **Availability:** Each reviewer will need to dedicate approximately 50-60 hours of time for reading, developing comments, and discussing assigned publication over a two-week period, likely during the weeks of November 21 and November 28, 2016. Reviewers must also participate in a guidance conference call to prepare for the review. This call is tentatively scheduled for the week of November 14, 2016.
- **Tools:** Each reviewer must have access to the Internet, a phone, a printer and have the ability to interact within the web environment. The review will be conducted totally online.
- **Quality of review:** Each reviewer must provide detailed, objective, constructive, and timely written reviews for each assigned publication.
- **Education:** Reviewers must have at a minimum completed a bachelor's degree from an accredited college or university.

## CONFLICT OF INTEREST ISSUES:

You have a conflict of interest and may not serve as a reviewer if:

- A publication submitted to you for peer review is one in which you or your spouse will benefit financially.
- You participated in the development of the publication.
- You are already contracted to work for NIC during this timeframe.

You have a conflict of interest, but one that does not necessarily disqualify you from reviewing, if:

- You are affiliated with the authors through a professional organization, but you or your spouse will not benefit financially from the publication. The term “affiliated” as defined is “officially attached or connected to one or more of the authors through a professional organization where you have worked on projects, conducted presentations, served on committees, or additional ways other than being general members of the same organization.”
- An author names you as a consultant or possible reviewer without your prior knowledge.
- A situation exists that may be perceived as a conflict, such as reviewing a proposed publication from your region of the country, reviewing proposed publications in which a family member (other than your spouse) stands to benefit financially, reviewing proposed publication from an organization or individual with whom you are negotiating employment, etc.

TO APPLY: Send an updated resume, in Word or PDF format, to **samos@bop.gov** no later than October 3, 2016. Please include the following in the subject line of your e-mail: "NIC Peer Reviewer." Your resume should include:

- Full Name
- Education (list all college degrees, with dates of degrees, institutions, and majors must be listed)
- All professional position titles, descriptions, and dates in chronological order beginning with or going back to, your first position after receiving your B.A. or B.S.
- A detailed description of your current and past organizational affiliation (s) with position title and related experience.
- Submission of a writing sample not to exceed 500 word as to why you are qualified.
- Telephone numbers (work, home, and fax [if applicable])
- Home and work mailing addresses
- Preferred E-mail address

**Reasonable Accommodation Policy:** The Institute’s policy is to provide reasonable accommodation for reviewers who are qualified individuals with disabilities unless doing so poses an undue hardship. After a candidate is notified of his or her appointment as a contract reviewer, it is the reviewer’s responsibility to inform the Institute in a timely manner of any disability that would require a need for reasonable accommodations in order to perform the duties of the position. Once the document has been reviewed, and if a decision is made to publish the document, NIC may note the document has undergone a peer review and list the reviewers.

If you have any questions about resume requirements or conflict of interest issues, please contact

Stephen Amos, Chief of the Jails Division at [samos@bop.gov](mailto:samos@bop.gov) or (202) 307-5811.